
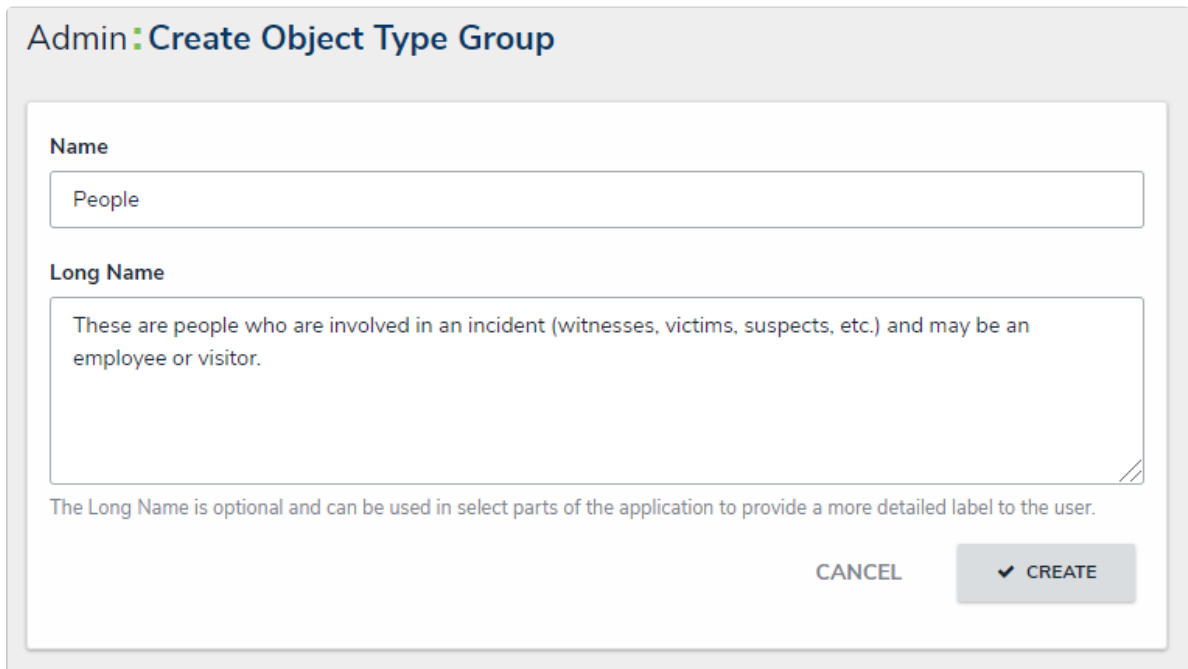


# Create a New Object Type Group

Last Modified on 04/11/2021 9:53 pm EDT

## To create a new object type group:

1. Click the  icon in the top bar > **Object Type Groups** in the **Data Model** section.
2. Click **Create Object Type Group**.
3. Enter a name for the object type in the **Name** field.
4. **Optional:** Enter a brief description of the object type group in the **Long Name** field, which will appear below the object type when editing it.



Admin: Create Object Type Group

**Name**

People

**Long Name**

These are people who are involved in an incident (witnesses, victims, suspects, etc.) and may be an employee or visitor.

The Long Name is optional and can be used in select parts of the application to provide a more detailed label to the user.

CANCEL

*The Create Object Type Group page.*

5. Click **Create** to display the **Related Object Types** section.
6. In the field in the **Related Object Types** section, enter the name of the object type you want to add or select it from the dropdown menu. Continue to add more object types as needed.

Admin : **Edit Object Type Group**

**PEOPLE**

**Name**

People

**Long Name**

These are people who are involved in an incident (witnesses, victims, suspects, etc.) and may be an employee or visitor.

The Long Name is optional and can be used in select parts of the application to provide a more detailed label to the user.

**RELATED OBJECT TYPES**

Employee Record × Person ×

+ ADD SELECTED (2)

*A new Object Type Group. After clicking Create, the Related Object Types section is displayed.*

7. Click **Add Selected**.
8. Click **Done** when finished.